



Minutes

Waukesha County Board

Executive Committee Meeting

March 16, 2015

Chair Decker called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Committee Members Present

Paul Decker (Chair)	Gilbert W. Yerke	David D. Zimmermann	David W. Swan
Pauline Jaske	James A. Heinrich	Peter M. Wolff (arrived at 9:33 a.m.)	

Others Present

Chief of Staff Mark Mader	Business Services Administrator Donn Hoffmann
HHS Deputy Director Laura Kleber	Programs and Projects Analyst Windy Jicha
Land Resources Manager Perry Lindquist	Information Technology Manager Mike Biagioli
Infrastructure Administrator Al Mundt	Senior Information Technology Professional Sandra Masker
Accounting Services Manager Larry Dahl	Budget Management Specialist Bill Duckwitz
Solutions Administrator Dave Kragenbrink	Director of Parks and Land Use Dale Shaver
Solid Waste Supervisor Rebecca Mattano	Office Services Coordinator Nicki Bauer
Matt Masterson of The Freeman	Business Services & Collections Manager Andy Thelke
County Clerk Kathleen Novack	

Correspondence

A list of correspondence was distributed.

Approve Minutes of February 16, 2015

Motion: Swan moved, Zimmermann second, to approve the minutes of February 16, 2015. Motion carried 6-0.

Future Agenda Items

Decker said on March 30, 2015 at 8:30 a.m., two to three state legislators will be in Waukesha County for a quick briefing. Supervisors are invited to attend. Decker said he is unable to attend.

Legislative Update

Mader distributed and reviewed a handout that included information on circuit court funding, crime prevention funding boards, pretrial intoxicated driver intervention grant funding and ADRC and property assessment issues.

Update on Information Technology Projects

Cyber Security Review-Mundt distributed and reviewed a handout titled *Cyber Security Updates* including threat updates, county security programs and upcoming activities.

Election System-Novack said a memorandum of understanding was sent to municipalities for the purchase of new election system equipment. Novack distributed brochures for the two types of voting machines Waukesha County will be purchasing highlighting functionality and then provided the project schedule:

- April 2015 – vendor contract signed
- July 2015 – new system piloted in three communities
- Fall 2015 – new system piloted for all users

- Spring 2016 – new system used for primaries and regular elections

Novack said to date, no municipalities have indicated they are not interested in the new system. Hoffmann provided details about servers, workstations and back-up plans for the new system. He said 90% of risk identified by internal and consulting auditors would be addressed by the new system.

In response to Heinrich's question, Novack said she does not think the county will have any issues meeting a municipality involvement rate of 80%. Municipalities that do not join the county will incur additional election fees for voting machine programming and ballot printing.

In response to Swan's question, Hoffmann said the county will pay for two-thirds of the cost of the equipment while municipalities would be responsible for the remainder.

HHS Core Enterprise System-Kleber distributed and reviewed a handout titled *Health and Human Services System Implementation* including master project schedules, projects teams, staff responsibilities, AVATAR PM billing optimization and various timelines. Kleber said the new systems provide efficiencies while reducing expenses related to federal penalties for incorrect billings. Staff training is a huge part of this project. Hoffmann said the goal is to have all primary functions in place by the end of 2015. Interfaces between state and county systems must be in place before certain conversions can take place and additional work will be required post implementation to bring up 18 new software modules. Kleber said the system changes will be done in conjunction with industry coding changes.

Wolff arrived at 9:33 am.

Walworth County Medical Examiner (ME) Support-Hoffmann said Waukesha County will soon be providing ME services for Walworth County. Work is underway in Waukesha County to take on the new workload which is expected to begin April 6, 2015. Bauer said Waukesha County currently uses Access to manage case records while Walworth County keeps paper records. Waukesha County is challenged to develop an electronic, real time data base for all case information. Walworth County staff are being trained to follow Dr. Biedrzycki's case and technical requirements. In response to Jaske's question, Bauer said to date, everything is going smoothly and there have been no unplanned costs.

IntelliTime-Dahl said the final group, department of HHS, recently began converting to IntelliTime. Power users began learning about the system and setting up different payroll scenarios to satisfy all work and pay schedules. Grant funding and the number of employees in the department add complexity. HHS management is concerned that all HHS divisions follow the same policies.

County Wide Cashiering (CWC)-Thelke said the county was notified that the last version of its CWC system was released and is conducting CWC business process reviews to document and improve business processes in anticipation of purchasing a new CWC product. Biagioli detailed the many systems that integrate into the county's CWC system and the difficulties of updating systems across the county. Thelke said the county has realized significant savings and efficiencies since switching to CWC. The county is releasing an RFP to select a new vendor for the department of parks and land use reservation system because of recent notifications indicating the current product would be "sunsetting" in 2017.

Enterprise Content Management (ECM)-Biagioli said during the first phase of this project, millions of documents were migrated to a SharePoint based ECM. Now the county is consulting with Syslogic to set up governance framework to keep SharePoint under control and to learn "ECM 101". During this phase, a workgroup will develop and vet policies and procedures for users. Thelke said this platform will help the county organize and maintain digital content while meeting records/business requirements.

In response to Mader's question, Biagioli said this Microsoft product is a "winner against competition" and nothing "stands up to it in a native environment". The county purchased a dynamic third party tool to better use SharePoint and help the county manage e-content.

Business Objects Enterprise (BOE)-Kragenbrink explained how the county uses this platform for countywide reporting and the need to change systems. Biagioli said the county will transition off BOE and move to SSRS which will allow users to quickly and easily generate reports from Microsoft SQL server databases. The move will save money on licenses fees while providing increased capabilities.

Discuss and Consider 169-A-047: Appointment of Judie Berthelsen to the Aging and Disability Resource Center Advisory Board

Motion: Swan moved, Yerke second, to approve Appointment 169-A-047. Motion carried 7-0.

Discuss and Consider 169-A-048: Appointment of Kurt Weis to the Airport Commission

Motion: Wolff moved, Swan second, to approve Appointment 169-A-048. Motion carried 7-0.

Discuss and Consider Ordinance 169-O-100: Amendment of Collaborative Materials Recycling Facility ("MRF") Capital Project 201409 Relating to Transfer Station and Additional Construction Costs

Lindquist provided a historical overview of capital project 201409: Collaborative Materials Recycling Facility. He said approval of this ordinance authorizes a change of scope for capital project 201409 eliminating the conversion of the existing Waukesha County MRF facility to a transfer station (budgeted at \$600,000) and preparing the facility for sale (estimated cost of \$100,000). (Future sale of the property is subject to county board approval.) The ordinance also reallocates \$250,000 in project funding for design and construction of subgrade concrete conveyor pits at the new joint MRF facility in the city of Milwaukee and \$250,000 to project contingency. Lindquist said today is the first day of operations at the new MRF.

Regarding the \$100,000 budgeted to prepare the transfer station for sale, Yerke asked would it be possible to sell the building "as is" and save \$100,000? Wolff asked will there be a return on investment for \$100,000 spent preparing the facility for sale? Could the county wait and make improvements according to a buyer's needs? Lindquist said the county is going to hire an inspector to provide guidance on how to make the facility marketable. The \$100,000 is an estimate. Some basic things need to be done to prepare the building for sale such as siding repair and cleaning. Mattano said these funds will also be used for an appraisal and environmental assessment. Lindquist said an environmental assessment must be done before the building could be sold. Shaver said this ordinance allocates money to allow repairs/upgrades to occur but does not require that the entire amount be spent. It is not a lot of money to prepare the building for sale. Waukesha County regularly spends \$100,000 per year to maintain the facility.

Heinrich asked are there other ways the county could use transfer facility? Shaver said the county analyzed possible uses for the building but could not come up with any compelling reasons to keep it.

Swan argued that an inspection is not needed at this time but should be a condition of sale. Mattano said the inspection is proactive for compliance. Wolff said the \$100,000 is an estimated budget amount. Heinrich said an amount needs to be allocated before it can be spent. Yerke noted that the fiscal note says the amount is an estimate. Swan said he will have to have faith that the department will only spend as much as is needed to prepare the building for sale.

Motion: Heinrich moved, Wolff second, to approve Ordinance 169-O-100.

Yerke suggested offering to sell the facility to neighbors before hiring a real estate agent which would exclude a realtor from a commission in that event.

Motion carried 7-0.

Update on National Association of Counties (NACo) Legislative Conference February 21-25, 2015

Decker provided highlights from sessions he attended at the NACo legislative conference on technology innovation, economic development and oil pipelines/transport.

County Board Committee Reports by Committee Chairs for the Following 2015 Meetings:

Land Use – February 17-Jaske reported that the committee approved an ordinance and heard a presentation of the Waukesha County Park and Open Space Plan.

Public Works – March 12-Swan said the committee approved bid awards for UW-Waukesha and the Bugline Trail and one ordinance. They also had an update on a residential razing at Mukwonago Park.

Judiciary – March 13-Wolff said the committee approved an ordinance, had a report on a sheriff's department change of intent for the 2015 equipment replacement plan and toured circuit courts.

Finance-February 18-Heinrich said the committee approved four ordinances, two resolutions, one contract procurement process and one fund transfer. The committee also had reports on investments and interest allocations.

HHS – March 12-Yerke said the committee approved an ordinance and had presentations on the Care4Kids, Alcohol Treatment Court, Drug Treatment Court and Dementia Care Programs.

Motion: Wolff moved, Zimmermann second, to adjourn the meeting at 11:25 a.m. Motion carried 7-0.

Respectfully submitted,

Peter Wolff
Committee Secretary